



## DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO  
BUILDING 2102, NAVAL STATION  
EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 1700.1K

N00C

17 Apr 98

### NAVRESREDCOM REG TWO TWO INSTRUCTION 1700.1K

Subj: PERSONNEL RECOGNITION PROGRAMS

Ref: (a) OPNAVINST 1700.10J  
(b) COMNAVRESFORINST 1700.1G  
(c) OPNAVNOTE 1700

Encl: (1) Sailor of the Quarter Nomination Format

1. Purpose. To provide guidelines and procedures for nomination, selection, and recognition of the Sailor of the Year (SOY), Sailor of the Quarter (SOQ), and Blue Jacket of the Quarter (BJOQ) within Naval Reserve Readiness Command Region Twenty-two.

2. Cancellation. NAVRESREDCOMREG22INST 1700.1J

3. Background. The SOY program was established by references (a) and (b) to recognize and reward exceptional sailors who demonstrate outstanding qualities of leadership, sustained superior performance, and exemplary military bearing. The intent of those programs is to encourage all enlisted personnel, in paygrades E-4 through E-6, to emulate those highly desirable traits necessary for the development of our future leaders.

#### 4. Discussion

a. The BJOQ is a recommended recognition program to be utilized by activities for personnel in paygrades E-1 through E-4. The BJOQ can be selected and recognized by the local Naval Reserve Activity (NRA). Naval Reserve Readiness Command Region Twenty-two will not hold a Regional BJOQ Board. E-4's selected as BJOQ may be called Junior Sailor of the Quarter vice BJOQ.

b. The SOQ/SOY programs within Naval Reserve Readiness Command Region Twenty-two are divided into three categories: Active Duty, Selected Reserve (SELRES) and Naval Reserve Readiness Command Region Twenty-two Staff, and apply only to

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units/Naval Reserve Activities (NRA) which fall under the direct administrative control of Naval Reserve Readiness Command Region Twenty-two. The competitive periods for the SOQ program are quarterly throughout the calendar year, and the SOY program is based on the calendar year.

5. Eligibility

a. Staff Sailor of the Quarter. Open to all personnel in paygrades E-4 through E-6, serving on the Staff of Readiness Command Region Twenty-two.

b. SELRES Sailor of the Quarter. Open to all drilling Naval Reserve personnel in paygrades E-4 through E-6, serving with a unit within and under direct administrative control of Readiness Command Region Twenty-two.

c. Active Duty Sailor of the Quarter/Sailor of the Year. Open to all active duty personnel in paygrades E-4 through E-6, serving with an NRA within and under the direct administrative control of Readiness Command Region Twenty-two.

d. Active Duty Shore Sailor of the Year. Open to all active duty personnel in paygrades E-4 through E-6, serving with a NRA within and under direct administrative control of Readiness Command Region Twenty-two.

e. SELRES Sailor of the Year. Open to all SELRES personnel in paygrades E-4 through E-6, serving with a unit within and under direct administrative control of Readiness Command Region Twenty-two. Commissioned units will conduct their own Sailor of the Year program and submit their nomination per reference (b).

f. Nominees for SOQ must have served for the entire quarter at their present unit or NRA. Nominees for SOY must have served the entire year at their present NRA or have been one of the current calendar year SOQ selectees.

g. E-4 personnel may only be nominated for the Sailor of the Quarter or Blue Jacket/Junior Sailor of the Quarter, not both during the same quarter.

h. Nominees for BJOQ/SOQ/SOY must be within height/weight standards and have passed the most recent physical readiness test.

6. Action

a. SELRES Commanding Officers and Officers-in-Charge shall:

(1) Establish an active and viable SOQ and SOY Program.

(2) Conduct local unit selection boards for SOQ and SOY to review qualifications of all unit personnel in paygrades E-4 through E-6. Use the format in enclosure (1) for submissions as Unit SOQ. The format for SOY is found in reference (c) (current Vice Chief of Naval Operations Sailor of the Year notice).

(3) Upon selection of the unit SOQ, forward the unit nomination to the NRA Commanding Officer for local competition and selection of the SOQ to represent the NRA in the Readiness Command regional competition. Limit the SOQ nomination to one typewritten page.

(4) Upon selection of unit SOY, forward, per reference (b), the unit nomination to the NRA Commanding Officer for local competition and selection of the SOY to represent the NRA in the Naval Reserve Readiness Command Region Twenty-two regional competition.

b. NRA Commanding Officers shall:

(1) Establish an active and viable SOQ and SOY Program to recognize superior performing active duty and Naval Reserve personnel assigned or drilling within the command.

(2) Conduct a selection board for SOQ and SOY, from nominations received from assigned units. Enclosure (1) is the nomination format for SOQ. SOY format is found in reference (c). Select one nominee from each category (active duty and SELRES) for competition at the Readiness Command regional level.

(3) Upon selection of NRA SOQ, endorse selectee's package by a cover letter attached to the unit's nomination package. The cover letter is limited to one type-written page. Forward the package to the Readiness Command (Attn: N00C). Faxed or e-mailed copies are acceptable.

(4) Negative reports are required.

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c. NAVRESREDCOM REG 22 Department Heads shall:

(1) Solicit nominations from their officers and chief petty officers for Staff BJOQ, SOQ, and SOY;

(2) Utilizing enclosure (1), prepare SOQ/BJOQ nomination package and route to N00C;

(3) Submit SOY nominations per reference (b) to N00C for further competition.

d. Naval Reserve Readiness Command Region Twenty-two Command Master Chief will:

(1) Receive and track all nomination packages for staff and region-wide competition for all categories of competition (i.e., active duty/Reserve SOQ and SOY).

(2) Conduct a SOQ selection board utilizing Readiness Command staff members and chief petty officers from Naval Reserve Activities/units throughout the Region. Results of the selection process will be forwarded to the Readiness Commander for final selection of the SOQ. SOQ Regional Selection Boards will be held the week following the submission due dates.

(3) Conduct an SOY selection board utilizing Readiness Command staff members and chief petty officers from Reserve Activities/units throughout the Region. Results of the selection process will be forwarded to the Readiness Commander for final selection. SOY Regional Selection Boards will be held the week following the submission due dates.

(4) Prepare endorsements to and forward the Readiness Command's selection for Active Duty Shore Sailor of the Year and Reserve Sailor of the Year to Commander, Naval Reserve Force for further competition per reference (b).

7. Sailor of the Quarter Nomination Packages

a. Nomination packages for SOQ will consist of a one-page letter (both unit and NRA). Enclosure (1) is the SOQ format.

b. Due Dates. The following due dates apply for all active duty, Reserve and Staff SOQ nominations:

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- (1) 1st Quarter: January through March - **30 April**
- (2) 2nd Quarter: April through June - **30 July**
- (3) 3rd Quarter: July through September - **30 October**
- (4) 4th Quarter: October through December - **30 January**

#### 8. Sailor of the Year Nomination Packages

a. Active duty, Reserve, and Staff SOY nomination packages are to be completed using the guidance in references (a) and (b).

b. Photos of each NRA SOY nominee are required by reference (a). Two 5x7 color glossy photographs (one - front and side view, one - full length), plain background, Service Dress uniform, uncovered will accompany package. Time must be allotted to process photos. Historically, photographs have been a major problem. Incorrect grooming standards, improper military uniform, i.e., ribbons not worn in proper sequence, and improper number of service stripes will result in disqualification. Do not mount the photos.

c. The following due dates apply to SOY packages:

(1) Active Duty Shore Sailor of the Year nomination packages are due to Naval Reserve Readiness Command Region Twenty-two (N00C) not later than 31 January. Late submissions will not be considered.

(2) Reserve Sailor of the Year nomination packages are due to Naval Reserve Readiness Command Region Twenty-two (N00C) not later than 28 February. Late submissions will not be considered.

#### 9. Recognition

a. All SOO/SOY nominees who are not selected. Should be appropriately recognized for their accomplishments and nomination by their respective parent organization. **Letters of Appreciation, Letters of Commendation and Navy and Marine Corps Achievement Medals** are encouraged at the local level.

Note: For the non-selectees at the REDCOM level. Recommend that upon receipt of the results of Naval Reserve Readiness Command

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Region Twenty-two's Active Duty/SELRES SOY board that you process locally generated Navy and Marine Corps Achievement Medals for your Active Duty/SELRES SOY.

b. Sailor of the Quarter. The Active Duty/Reserve and Staff Regional selectee for Naval Reserve Readiness Command Region Twenty-two will receive:

(1) Naval Reserve Readiness Command Region Twenty-two Letter of Commendation;

(2) Engraved Naval Reserve Readiness Command Region Twenty-two Command Plaque;

(3) Selectee's name engraved on Naval Reserve Readiness Command Region Twenty-two SOQ Plaque on permanent display at the Readiness Command;

(4) Naval Reserve Readiness Command Region Twenty-two Sailor of the Quarter Certificate;

(5) Naval Reserve Readiness Command Region Twenty-two Staff SOQ will be removed from Watchbill for the following quarter;

(6) Naval Reserve Readiness Command Region Twenty-two Staff SOQ will have a designated a parking spot for the following quarter.

c. Sailor of the Year. The Naval Reserve Readiness Command Region Twenty-two Regional Active Duty Shore/SELRES Sailor of the Year will:

(1) Be nominated as the Naval Reserve Readiness Command Region Twenty-two Active Duty/SELRES selectee to Commander, Naval Reserve Force (N001) for competition at the Force level. Should our nominee be selected by COMNAVRESFOR, the following applies:

(a) For the Active Duty Shore Sailor of the Year, COMNAVRESFOR selectee's package is forwarded to Bureau of Naval Personnel for further competition as the Shore Sailor of the Year.

(b) For the Reserve Sailor of the Year, the selectee is meritoriously advanced one paygrade, awarded a Navy

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Commendation Medal and invited to Washington, DC, to participate in the Sailor of the Year festivities (with the PACFLT, LANTFLT and Shore SOY Selectees).

(2) COMNAVRESFOR will approve and issue a Navy and Marine Corps Achievement Medal to all nominees (Active Duty Shore and SELRES) who were not selected as COMNAVRESFOR SOY.

(3) The Readiness Commander will also award the following to the Naval Reserve Readiness Command Region Twenty-two Active Duty, SELRES and Staff SOY:

(a) Naval Reserve Readiness Command Region Twenty-two Sailor of the Year Certificate;

(b) Engraved Naval Reserve Readiness Command Region Twenty-two Command Plaque;

(c) Names engraved on the Naval Reserve Readiness Command Region Twenty-two SOY Plaque on permanent display at the Readiness Command;

(d) REDCOM Staff SOY will be removed from the watchbill for six months;

(e) The Naval Reserve Readiness Command Region Twenty-two Staff SOY will be awarded the Navy and Marine Corps Achievement Medal by the Readiness Commander.

10. Coordination. Naval Reserve Readiness Command Region Twenty-two Coordinator and point of contact for all BJOQ/SOQ/SOY categories is the Command Master Chief (N00C). The Command Master Chief can be reached at: (206) 304-3129 or DSN 727-3129.

11. Reports and Forms

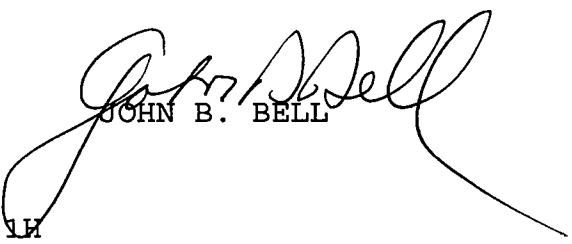
a. The reporting requirement for SOY submission is exempt from reports control.

b. Enclosure (1) is the SOQ nomination format. The SOY nomination format is contained in reference (c).

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c. Personal Award Recommendation (OPNAV 1650/3 (3-76), S/N 0107-LF-016-5015) may be obtained through normal supply channels per NAVSUP P2002, or through use of the FAWARDS 4.0 software program.



JOHN B. BELL

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**APR 17 1998**

From: Commanding Officer/Officer-In-Charge, NRA or Unit  
To: Commander, Naval Reserve Readiness Command Region  
Twenty-two (N00C)

Subj: SAILOR OF THE QUARTER or BJOQ/JSOQ FIRST QUARTER CY-98

Ref: (a) NAVRESREDCOMREG22INST 1700.1J

1. Per reference (a), I am pleased to nominate BM1 Ira M. King, 123-45-6789, USNR, for (SELRES/Active Duty SOQ, BJOQ, JSOQ).

a. Job accomplishment this quarter.

b. Collateral duties: (involvement and participation)

c. Community involvement: (this quarter; outstanding contributions to the Navy and/or civilian community.

d. Education: (completed this quarter; college credits, correspondence courses and etc.)

e. Awards/commendations: (this quarter)

f. Results of last scheduled PRT:

2. Commanding Officer's comments: (Limit remarks to this quarter only. For SELRES include most recent AT or IDTT accomplishments)

**Note:** Do not exceed one typewritten page.